

# Hamilton County Board of Education

Monitoring: Review: Annually in May	Descriptor Term: <b>Student Disciplinary Procedures</b>	Descriptor Code: 6.3021	Issued Date: 01/16/20
		Rescinded:	Revised: 06/15/23

1 Any administrator may suspend any student from school, from any school-related activity on or off  
2 campus, from a specific class or classes (i.e., in-school suspension), or from riding a school bus for any  
3 misconduct prejudicial to good order and discipline, including, but not limited to, any misconduct  
4 described more particularly in the Board's Code of Acceptable Behavior and Discipline or Zero  
5 Tolerance policies, or any misconduct that violates the law.<sup>1</sup>

## 6 **PROCEDURES FOR SUSPENSIONS<sup>2</sup>**

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8  
9 Unless the student's continued presence in the school, class or school-related activity presents an  
10 immediate danger to the student or other persons or property, no principal shall suspend any student  
11 until that student has been advised of the nature of his/her misconduct, questioned about it, and  
12 allowed to give an explanation.

13  
14 Upon suspension of any student, including an in-school suspension in excess of one (1) day, the  
15 principal shall make an immediate attempt to contact the parent or guardian to inform him or her of the  
16 suspension, the reason for the suspension, and any conditions on readmission to the school. Within  
17 twenty-four (24) hours, the principal shall provide this same information in writing to the Chief  
18 Operations Officer (COO) or designee.

19  
20 The student shall not be sent home before the end of the school day unless the parent or guardian has  
21 been contacted.

## 22 **SUSPENSIONS IN EXCESS OF FIVE (5) DAYS:<sup>3</sup>**

23  
24  
25 For any suspension in excess of five (5) days, whether in-school or out-of-school, the principal shall  
26 develop a behavioral intervention plan. If the student is one with a disability, the principal shall notify  
27 the case manager and collaborate with the student's IEP team or Section 504 committee.

## 28 **SUSPENSIONS IN EXCESS OF TEN (10) DAYS:<sup>4</sup>**

29  
30  
31 If at the time of the suspension the principal determines that an offense has been committed which, in  
32 the judgment of the principal, would justify a suspension for more than ten (10) days, he/she may  
33 suspend the student unconditionally for a specified period of time or upon such terms and conditions as  
34 are deemed reasonable.

35  
36 The principal shall immediately give written or actual notice to the parent or guardian and the student  
37 of the right to appeal the decision to suspend for more than ten (10) days. All appeals must be filed,  
38 orally or in writing, within five (5) days after receipt of the notice and may be filed by the parent or  
39 guardian, the student, or any person holding a teaching license who is employed by the school system

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1 if requested by the student. The appeal from this decision shall be to the Disciplinary Hearing  
2 Authority per Board Policy No. 6.3022.

3  
4 If the suspension occurs during the last ten (10) days of any term or semester, the student shall be  
5 permitted to take such final examinations or submit such required work as necessary to complete the  
6 course of instruction for that semester, subject to conditions prescribed by the principal.<sup>5</sup>

7  
8 Students found to be eligible for special education shall only be suspended in accordance with Board  
9 Policy No. 6.3023 governing such suspensions.

## 10 **IN-SCHOOL SUSPENSIONS<sup>6</sup>**

11  
12 For purposes of this Policy, in-school suspensions include any removal of a student from a regular  
13 class or classes and assigning that student to a restricted class, night school, or some other program at  
14 the same school.

15  
16 Students given an in-school suspension in excess of one (1) day shall attend either special classes  
17 attended only by students being disciplined for misconduct or be placed in an isolated area appropriate  
18 for study.

19  
20 Personnel responsible for in-school suspension will see that each student is supervised at all times and  
21 has textbooks and classwork assignments from his/her regular teachers. Students given in-school  
22 suspension shall be required to complete academic assignments and shall receive credit for work  
23 completed.

## 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 **Legal References:**

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<sup>1</sup> T.C.A. § 49-6-3401(a) and (b)

<sup>2</sup> T.C.A. § 49-6-3401(c)

<sup>3</sup> T.C.A. § 49-6-3401(c)(3)

<sup>4</sup> T.C.A. § 49-6-3401(c)(4)

<sup>5</sup> T.C.A. § 49-6-3401(d)

<sup>6</sup> T.C.A. § 49-6-3401(b)